

**Functional Series 400  
Personnel**

**INTERIM UPDATE 04-01**

**SUBJECT:** 2004 Annual Filing Requirement for the Public Financial Disclosure Report (SF-278) (Rev. 3/00) Covering Calendar Year 2003

**NEW MATERIAL:** This notice announces the requirement for certain generally senior employees to file the SF-278 (Executive Branch Personnel Public Financial Disclosure Report). It identifies the categories of employees who are required to file, provides point of contact names for assistance and deadlines for filing the report.

**EFFECTIVE DATE:** 01/01/2004

**SUPERSEDES:** IU4 03-03, dated April 30, 2003 and entitled 2003 Annual Filing Requirement for the Public Financial Disclosure Report

POLICY

USAID/General Notice  
GC/EA  
04/02/2004

**SUBJECT:** 2004 Annual Filing Requirement for the Public Financial Disclosure Report (SF-278) (Rev. 3/00) Covering Calendar Year 2003

This notice announces the requirement for certain generally senior employees to file the SF-278 (Executive Branch Personnel Public Financial Disclosure Report). It identifies the categories of employees who are required to file, provides point of contact names for assistance and deadlines for filing the report.

1. **WHO MUST FILE?** Anyone who served more than 60 days in CY 2003 in the following positions: Presidential appointees, Senior Foreign Service Officers; Members of the Senior Executive Service, Schedule Cs (except drivers and secretaries); employees who encumber SFS positions, regardless of personal rank; AD employees above grade 15; employees occupying SMG positions; PSC employees with a rank equivalent of SFS, SES, or AD-18; and Special Government Employees (e.g. expert consultants) who earn over \$104,927 yearly.

2. **WHAT?** All the above employees must file the SF-278 (Rev.3/00). For overseas filers, EXOs will be responsible for distributing the SF-278s and related materials; Mission Controllers will then conduct an intermediate review and complete the intermediate review sheet. In those posts where there is no Controller, the form should be sent for intermediate review to the Regional Controller who handles your post, or, if none, directly to GC/EA. Use of expedited means of transmittal is encouraged in view of the filing deadlines. In AID/W, the AMS will be responsible for distributing the SF-

278s and related materials, as well as collecting and forwarding completed reports to GC/EA. Bureau controllers, if available, conduct intermediate reviews; or reviews and final certification are both completed in GC/EA. Detailed guidance has been provided to EXOs and AMS officers.

3. WHEN? FORMS MUST BE RECEIVED IN GC/EA NO LATER THAN MAY 15, 2004, to avoid a LATE FILING FEE OF \$200. However, filers are encouraged to file their reports well in advance of this deadline. Employees are entitled to request a filing extension, but only for good cause, for up to 45 days beyond the original due date of May 15. The Designated Agency Ethics Official (DAEO) may grant an additional 45 days in extraordinary circumstances. Requests must be made in writing (email: lgreiner@uaid.gov, fax: (202) 216-3058) to Linda Greiner, GC/EA, Room 6.06-032 RRB prior to May 15, 2004.

PLEASE NOTE: Employees planning on terminating their employment or retiring after July 1, 2004 (but within 90 days from May 15, 2004) should request a full 90-day extension that will allow them to file a combined annual/termination report. Public filers are required to file a termination report within 30 days of the date of departure from a covered position unless entering another covered position within 30 days. Employees are also required to file a new entrant report within 30 days of entering a covered position unless coming from another covered position within a 30 day period. Filing the requisite report in a timely manner is the responsibility of each employee.

4. WHERE? Please ensure that your report is forwarded with completed evaluation and review sheet (intermediate review sheet) and any required disqualification statements or requests for waivers to GC/EA, Linda Greiner, at the address below. (Waivers and disqualification statements should be addressed to Mr. Arnold Haiman, GC/EA).

5. FOR INFORMATION AND ASSISTANCE: Contact your AMS or EXO. (Linda Greiner, GC/EA, (202) 712-0151, Room 6.06-032 RRB)

Point Of Contact: Any questions concerning this Notice may be directed to Linda Greiner, GC/EA, (202) 712-0151

Notice 0412

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU4_0401_041604_CD35	04/02/04	01/01/2004	N/A	CD 35	This IU will remain active for one year.

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